

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

## FOR AGENCY USE

## 1. Agency Address

Department of Education  
Planning, Research and Evaluation Div.  
Education Information Unit  
212 State Office Bldg., Atlanta, Ga.

## FOR RECORDS MANAGEMENT USE

Application Number

75-206-A

Date Received

JUN 22 1978

Date Completed

JUL 12 1978

Application Date

Application Number

## 2. Person to Contact

Dr. Anne Moughon

## Working Title

Coordinator

## Telephone Number

656-2402

## 3. Action Requested

- a. ☐ Establish Retention Schedule; record will continue to accumulate.  
b. ☐ Dispose of present accumulation; no further accumulation anticipated.  
c. ☒ Amend Application No. 75-206 Check One: ☒ Change; ☐ Supersede; ☐ Void

## 4. Dates of Series

Earliest Latest

1970

To date

## 5. Records Series Title (followed by title used in office, if different)

EDUCATION INFORMATION CENTER RESOURCE FILES

## 6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Planning, Research and Evaluation Division provides management support services to the State Superintendent of Schools in planning and evaluation activities and research, program assessment and statistical activities, federally required evaluations, and assistance in the liaison and development of legislation.

## 7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to: maintaining information and research educational reference materials within the Education Information Center.

Included are: articles, pamphlets<sup>books,</sup> and booklets concerning educational topics which are used for reference by the State Department of Education and other educational agencies.

File is arranged: numerically by an assigned accession number.

## 8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 125; Seven to twelve months old 125; Thirteen to twenty-four months old 75; Twenty-five months and older 25?

## 9. Annual Rate of Accumulation of Records

Letter-size drawers 0; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>up to 10</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Reference value becomes negligible after 10 years as new educational techniques are developed.

### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☒ Other See below then,

- ☐ Hold in the current files area        month(s)        year(s); then
- ☐ Transfer to local holding area, hold        year(s); then
- ☐ Transfer to State Records Center; hold        year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

**Priority I Files:** Cut off at end of calendar year; hold in current files area 4 years; then transfer to State Records Center; hold 6 years; then return to current files area for purging and destruction of obsolete material. Return usable material to Education Information Center Resource Files.

**Priority II and III Files:** Transfer to State Records Center any time after receipt and priority classification; hold 6 years; then return to current files area for purging and destruction of obsolete material. Return usable material to active Education Information Center Resource Files.

These instructions apply to all prior and future accumulations of the series.

*ok with State Records Center 7-5-78.*

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Am L. L. Bailey</i>	<i>6/21/78</i>	<i>Walker L. Baumgardner</i>	<i>6-21-78</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	<i>7-11-78</i>
State Auditor/Designee		<i>Carroll Hart</i>	<i>7-7-78</i>
Secretary of State/Designee		<i>[Signature]</i>	<i>7-12-78</i>
Attorney General/Designee		<i>[Signature]</i>	